Operations / Information Technology / Licensing
Board Report
March 2022

Admin Update:

- NCSBN: As part of the duties associated with the NCSBN Board of Directors, Treasurer, Adrian Guerrero attended the Board of Directors Meetings, NCSBN Finance Committee and NLC Policy Committee. Adrian also attended the 2022 Opioid Regulatory Collaborative Meeting as a representative of the NCSBN Board of Directors. The Opioid Regulatory Collaborative was formed by the organizations representing the health regulatory boards that license U.S. physicians, physician assistants, pharmacists, nurses and dentists. A website was established to track the progress. https://www.curbopioidmisuse.org

- The Director of Operations (DoO) and/or IT staff attended various state meetings this quarter that included the Non-Cabinet Agencies [NCA] HR Meeting, Information Technology Advisory Board and the NCA Information Security Governance Committee. This committee will facilitate development and execution of security program objectives. The Mission Statement: Advance the maturity of NCA Information Security Programs through setting goals, developing common security standards and processes, and sharing ideas. The DoO was asked to participate on the ITEC 2000 Policy Review Committee for the NCA's, to help establish guidelines for the ITEC 2000 project management reporting requirements. This committee is meeting weekly during legislative session.

- Project Management Software – A project initiative from the DoO was created to establish a more formalized project management solution to track timelines, dates, and progress, which would allow the DoO to keep the Executive Administrator and KSBN Leadership team updated on the status of various projects. A solution was procured and KSBN is working on learning the new software to allow for more formal project management tracking.

COVID-19 Emergency:

- KSBN removed the mask requirement policy and signs from the agency doors, per instructions to state agencies from the Governor.

Licensing / HR:

- KSBN received approval and interviewed for the two RN Investigators and two Sr Administrative Assistant (Operations) positions. RN Investigator, Richard Maas and Abbie Stutzman were hired for the RN Investigator vacancies and Sharon Oxby was hired for one of the Sr Administrative Assistant positions in the operations department.

- KSBN staff have been conducting the State of Kansas Information Security Awareness and CJIS trainings. We are asking staff to complete these requirements by the end of May.

- Licensure Statistics:

License Type	Total
Clinical Nurse Specialist	408
Licensed Mental Health Technician	56
Licensed Practical Nurse - Multi-State	1367
Licensed Practical Nurse - Single-State	7997
Nurse Midwife	92

Nurse Practitioner	6139
Registered Nurse - Multi-State	11735
Registered Nurse - Single-State	40881
Registered Nurse Anesthetist	1216
Total	**69891**

Online Updates:

- Discipline Case List Orders: KSBN deployed the case list in a data driven format on the new content management system in early 2017. A total of 15 orders have been updated this quarter.

- Social Media: Approximately 1302 currently follow the sites on Twitter and 2720 on FaceBook.

Network Updates:

- Per the Boards request, KSBN IT researched options for a warm co-location (CoLo)/Disaster Recovery (DR) site for the KSBN IT infrastructure. KSBN was given approval in December 2018 to move the KSBN production and offsite locations to a private vendor for hosting. KSBN completed Phase 2 and replaced the entire data center hardware for the upgrade in the new production data center in May 2021. Phase 3 has also been completed in January 2022. There was a slight delay in this project due to industry slowdowns in hardware chipsets. KSBN received the hardware and installed the physical gear into the offsite data center locations. KSBN received approval to increase the bandwidth speeds between the Topeka data center and the offsite data center so that the backups work as designed. As part of this project, the data center documentation will need to be updated to match the new environments. Post go live review is currently underway.

- KSBN IT migrated the file servers, domain controllers and printing servers to a new operating system platform. As part of this migration, four servers were retired from the environment.

- KSBN DoO is working with the Chief Information Security Officer, of the KS Information Security Office (KISO) and the ISO assigned to Non-Cabinet Agencies. They are assisting with the review of agency information security polices and helping identify areas of risk from vulnerability scans. The current project was to update the agency risk assessment. This is a continuous effort and bi-weekly meetings have been scheduled to review all information security policies and includes consultation time with KSBN Admin and IT staff.

- Network security scanning continues to be a priority for KSBN IT. OITS & KISO are assisting with this effort. KSBN continues to place system patching and network security and policy review as a high priority. This is a continuous ongoing effort.

- Agency Laptops: KSBN ordered additional laptops to further allow for the hybrid working. This project was mostly complected during the 2021 year, however a few staff members were on hold to upgrade their existing laptops. This quarter two new KSBN employees received their laptops, and one existing employee was upgraded. Two existing employees remain and will be upgraded during the second quarter.

- KSBN began initial discussions with our licensing software vendor to add the enforcement components as well as updates to the system core platform. This topic was also discussed at the KSBN Strategic Plan meeting. The board has asked for feedback review from other Boards of Nursing on how they like their software in their respective

agencies. KSBN will include a Q&A session from two boards of nursing at the March board meeting and plan to invite the current licensing vendor to our June board meeting for demos.

Imaging / Records:

- The indexing of microfilmed and paper documents into the KSBN Imaging System continues to increase. Currently KSBN has over 3,724,575 individual images in the system.

- KSBN received a generous financial grant from the State of Kansas to assist with our Paper-to-Digital conversion. KSBN started the project in the Licensing Department and sent files to BTCO in late April. This project is slightly delayed due to COVID impacting vendors staffing levels. This part of the project has been completed and scanned files are being imported into the imaging system for linking. KSBN has entered discussions regarding the scanning of the investigative and discipline files. KSBN is reviewing the remainder of funds to determine if we can continue with this project.

- KSBN is in the process of renewing the Mills Building lease. The rate per square foot will increase slightly. If the paper-to-digital project is approved, KSBN would like to set a deadline for scanning of back investigative and discipline files with the goal of closing the Mills records storage

- Scanners – The desktop PCs for the agency scanners have all been replaced with faster models and a new operating system. The agency has the new scanners available to upgrade and will replace them as the need arises.

Agency Efficiencies / Success:

- KSBN IT is performing a non-official audit of KSBN data ports to identify if any savings can be found on monthly data service costs.